

Who Uses Form 416

- Officeholders who have left office.
- Defeated candidates.

Note: To terminate a controlled committee, file Form 415, Recipient Committee Statement of Termination.

Termination Criteria

Officeholders and candidates do not automatically terminate; they may only terminate under the following circumstances:

- They have ceased to receive contributions and make expenditures; and
- They do not anticipate receiving contributions, repayments of outstanding loans made to others, or any other receipts in the future, and they do not anticipate making expenditures in the future; and
- They have eliminated or are declaring that they have no intention or ability to discharge all their debts, loans received, and other obligations; and
- They have no campaign funds; and
- They have filed all required campaign statements disclosing all reportable transactions, including disposition of funds.

Additional filing obligations will be incurred if after filing a Statement of Termination an officeholder or candidate receives or spends any funds, or receives the forgiveness of a loan, repayments of loans made to others, or any other receipts.

Where to File

Officeholders and candidates must file Form 416 with the filing officer with whom they filed their original campaign statements (Form 470 or 490). A copy of the Form 416 is not required to be filed with any other filing official.

Important:

Officeholders and candidates eligible to file Form 470 (i.e., they have no committee and have not raised or spent \$1,000 or more during the calendar year) must attach Form 470 to the Form 416, if they have not already filed a Form 470 for the calendar year.

When terminating a controlled committee, a Form 490 must be filed with the Recipient Committee Statement of Termination, Form 415. The period covered on the Form 490 is the day after the closing date of the last statement filed through the effective date of termination reported on the Form 415.

There are restrictions on the disposition of surplus campaign funds held by elected officers who are leaving office and by defeated candidates.

Refer to the Information Manual on Campaign Disclosure Provisions of the Political Reform Act for Elected Officeholders, Candidates, and Their Controlled Committees (Manual A) for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

Example:

Councilmember Sam Jones was defeated in the June 2, 1998 election and left office on July 1, 1998. His controlled committee paid all its debts and ceased receiving contributions and making expenditures. The campaign bank account was closed June 30, 1998.

To terminate future filing obligations, Mr. Jones must file the following campaign forms:

- Form 490, Officeholder, Candidate, and Controlled Committee Campaign Statement – Long Form
- Form 415, Recipient Committee Statement of Termination
- Form 416, Officeholder and Candidate Statement of Termination
- Form 501, Candidate Intention Termination
- Form 502, Campaign Bank Account Termination

Councilmember Jones' termination forms are filed as follows:

E X A M P L E		
Form No.	City Clerk	Secretary of State
490	Original	---
415	Copy	Original
416	Original	---
501	---	Original
502	---	Original

Officeholder and Candidate Statement of Termination

This form must be completed by officeholders and candidates that are eligible to terminate pursuant to Government Code Section 84214.

Type or print in ink.

WHERE TO FILE:

Officeholders and candidates must file Form 416 with the filing officer with whom they filed their original campaign statements (Form 470 or 490).

OFFICEHOLDER AND CANDIDATE
STATEMENT OF TERMINATION

Date Stamp

CALIFORNIA
FORM 416

For Official Use Only

I Officeholder or Candidate Termination

NAME OF OFFICEHOLDER OR CANDIDATE

RESIDENTIAL OR BUSINESS ADDRESS

NO. AND STREET

CITY

STATE

ZIP CODE

AREA CODE/DAYTIME PHONE NUMBER

II Office Sought or Held

OFFICE SOUGHT OR HELD FOR WHICH YOU ARE FILING THIS STATEMENT

JURISDICTION (IF APPLICABLE)

DISTRICT NUMBER (IF APPLICABLE)

III Effective Date of Termination

DATE FILING OBLIGATIONS WERE COMPLETED

IV Verification

For the office listed in Part II of this form, I verify that:

- A. I do not hold or am no longer a candidate for the office;
- B. I have ceased to receive contributions and make expenditures;
- C. I do not anticipate receiving contributions or making expenditures in the future;
- D. I have eliminated or I declare that I have no intention or ability to discharge all debts, loans received, and other obligations;
- E. I have no surplus funds; and
- F. I have filed all campaign statements required by the Political Reform Act disclosing all reportable transactions.

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____
DATE

By _____
SIGNATURE OF OFFICEHOLDER OR CANDIDATE